

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: REAL PROPERTY SPECIALIST

Posting #3601-0616jhm

STARTING SALARY: Step 31 \$19.00 per hour, \$1,520 Bi weekly

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: June 3, 2016

CLOSING DATE: June 17, 2016

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general direction of a supervisor, performs technical and analytical work in maintaining a valid assessment property inventory.

DUTIES INCLUDE: Maintains and updates property in the CAMA database. Verifies maps, records, and taxing descriptions for accuracy within the County records system to ensure assessments are based upon correct information; troubleshoots inconsistencies between GIS and CAMA data. Identifies subject parcels in the County records system and maps by locating property descriptions found on recorded and submitted documents to confirm actual location of property. Receives, directs, and resolves questions and complaints; provides detailed and technical information to tax payers, industry professionals, and associated County departments.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: assessment practices, appraisal processes/techniques, current regulations, property tax codes, and other standards and laws relevant to work performed.

Skill in: using various computer applications including word processing, data entry, and spreadsheets; proper grammar, spelling, and punctuation; reading property descriptions and locating property.

Ability to: maintain cooperative working relationships with those interacted with during the course of work activities; communicate effectively orally and in writing; distill relevant and useful elements from vast amounts of information; process complicated tasks with attention to detail; extract pertinent information from confidential documents.

REQUIREMENTS FOR EMPLOYMENT: High school diploma or equivalent and three (3) years of appraisal, title searching, or real property experience. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.